

Section 2

Schedule Your Vaccination Appointment

Now that your VAMS account is activated and ready to use, you can schedule your COVID-19 vaccination appointment. This section will review how to schedule, cancel, or reschedule an appointment and provide information about walk-in appointments.

The boxes below are clickable links to the corresponding pages in this user manual.

Schedule Your Appointment

Schedule Appointment

Use VAMS to:

- ✓ Complete the prescreening questions about any past COVID-19 vaccination.
- ✓ Find a clinic near you.
- ✓ Select a vaccination appointment date and time.
- ✓ Review your vaccination appointment information.

Cancel or Reschedule
Your Appointment

Learn how to cancel or reschedule a vaccination appointment if needed.

Walk-in Appointments

Learn more about walk-in appointments available at many clinics.



Schedule Your Appointment: Answer Prescreening Questions

What you'll need to complete this step

- Knowledge of whether you have received your first COVID-19 vaccine dose and, if so, from which manufacturer. **NOTE:** There is an option to select "I don't know" for manufacturer.

Scheduling your appointment ahead of time ensures you can be vaccinated quickly.

- Schedule your appointment from the **My Appointments** page or from the **Registration Confirmation** page by clicking the **Schedule Appointment** button.

NOTE: You can only have **one** appointment scheduled at a time. If you have an existing appointment scheduled, you will not be able to schedule another appointment until the existing appointment is cancelled or completed.

The screenshot shows the VAMS Recipient Portal interface. At the top, it says 'VAMS Recipient Portal Vaccine Administration Management System'. On the right, there's a user profile 'John Recipient' and a 'Help' link. Below the header, there are four tabs: 'My Appointments', 'My Information', 'Medical Information', and 'Organization'. The 'My Appointments' tab is selected. At the bottom right of the main content area, there is a 'Schedule Appointment' button, which is highlighted with a red rectangular box.

- Select an answer to the prescreening question, "**Have you received a COVID-19 vaccine?**" from the drop-down menu.

- If you selected any "Yes" answer, the system will prompt you to input the **date you received COVID-19 vaccination**.

- The date you're eligible to receive your second dose depends on the manufacturer you selected in the question.

- If you selected Pfizer-BioNTech, you can schedule a second dose 21 days after you received your first dose.
- If you selected Moderna, you can schedule a second dose 28 days after you received your first dose.
- If you selected "I don't know," you can schedule a second dose 28 days after you received your first dose.

- Once finished, click **Continue**.

The screenshot shows a form titled 'Schedule an appointment'. Below the title, it says 'Before scheduling your appointment, please answer the question(s) below'. The first question is '* Have you ever received a dose of COVID-19 vaccine?'. There are four radio button options: 'No', 'Yes, I received the Pfizer-BioNTech Covid-19 Vaccine', 'Yes, I received the Moderna COVID-19 Vaccine' (which is selected), and 'Yes, but I don't know which COVID-19 vaccine I received'. Below the question, there is a date input field labeled '* Date you received COVID-19 Vaccination', which is highlighted with a red rectangular box. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'.

NOTE: No matter which vaccine you received for your first dose, you **must** schedule a second dose no later than 42 days after receiving your first dose.



Schedule Your Appointment: Find a Clinic

What you'll need to complete this step

- ZIP/postal code where you want to be vaccinated

Next, you will be taken to the Clinic Locations page to select the clinic where you'd like to receive vaccination.

- On the Clinic Location page, the ZIP code you entered when registering in VAMS will autopopulate and bring up a list of clinics within 10 miles of that ZIP code. You can also locate a clinic by entering another **address or ZIP code** where you want to receive vaccination. You can **filter** results to locate a clinic within a 5-, 10-, 20-, 50-, or 100-mile radius of your address or ZIP code by clicking the drop-down arrow in the **Within** field.
 - Click **Search** and a list of clinics within your selected mile radius will appear.
 - The list of clinics is displayed in a sorted order based on distance and will also show the earliest possible date an appointment is available at the clinics. VAMS will consider if it is your first or second dose appointment and show the appropriate earliest available time slots for your dose at each clinic.
 - Once you select a clinic name in the list view, information about that clinic will populate on the map, including the clinic's location, operating hours, and earliest possible date for your vaccination.
 - Click the **clinic name** of your preferred clinic, then click the **Next** button that appears below the map.
- NOTE:** The **Next** button will only appear once you select a clinic name.

Schedule your 1st dose appointment

Clinic location

Date and time

Review

Address or ZIP code

Within

Map Satellite

Jefferson Vaccination Clinic (4.0 mi.) | Earliest possible date: Feb 1, 2021
 6331 E Jefferson Ave, Detroit, Michigan 48207
 Monday: 9:00 AM - 12:00 PM, 1:00 PM - 5:00 PM
 Tuesday: 9:00 AM - 5:00 PM
 Wednesday: 9:00 AM - 11:00 AM, 12:00 PM - 5:00 PM
 Thursday: 9:00 AM - 5:00 PM
 Friday: 12:30 AM - 4:30 AM, 9:00 AM - 5:00 PM
 Earliest possible date: Feb 1, 2021

Clinic Results (2)

6331 E Jefferson Ave, Detroit, Michigan

2000 Brush St, Detroit, Michigan



Schedule Your Appointment: Select a Time

What you'll need to complete this step

- What date and time you're available for an appointment (keep travel time in mind).

- On the Date and Time page, select an available appointment **date on the calendar** located on the left side of the page. Days with available appointments are underlined in green. Days with no available appointments are underlined in gray. Days completely grayed out are days the clinic is not operating.
- Select your appointment time by clicking a **time slot**, then click **Next**. Only available time slots will appear. You can also select **Return to Search Results** to return to the list of available clinics.

NOTE: Your selected appointment time slot will be held in the system for 10 minutes. If the appointment is not confirmed by that time, it will be released in the system.

Quick Tip: When considering an appointment, please **allow plenty of time to arrive** on time. Showing up late may result in cancellation and require you to reschedule at a later date.

- Review your selected appointment location, date, and time.
- Click **Submit** to confirm your appointment or **Previous** to make any changes.

- After clicking **Submit**, you will see a confirmation that your appointment has been scheduled. The confirmation includes your appointment details and a QR code.
- You can present this QR code to the front desk staff for a contactless check-in when you arrive for your appointment, if the clinic has QR code scanning capabilities.
- Click **Return to Portal** in the lower left corner to return to the portal home page.

NOTE: You will also receive an appointment confirmation through your preferred contact method.

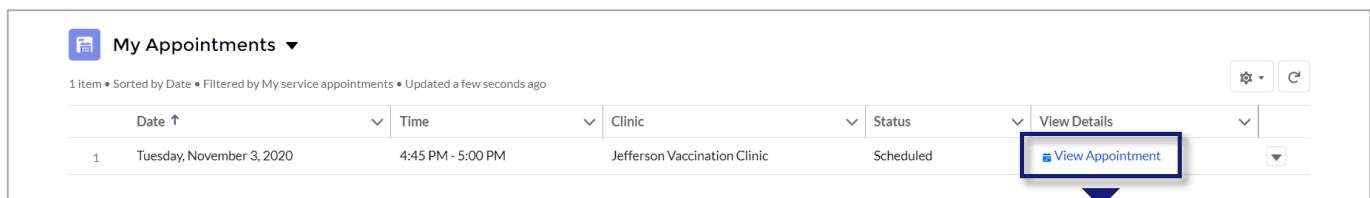
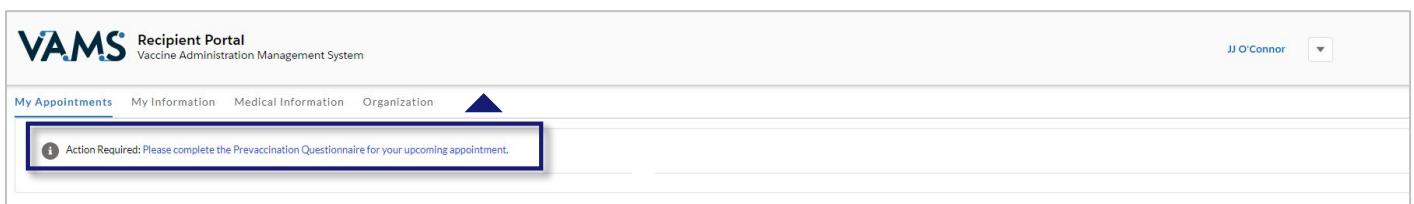


Schedule Your Appointment: Review

Review Appointment Information

After you return to the portal home page, you can view your appointment information on the My Appointments tab. The My Appointments table on this tab lists all the appointments you scheduled, completed, or cancelled.

- Twelve hours or less before your appointment, a new alert will appear above the My Appointments tab with a link to a Prevacination Questionnaire. **You must complete the questionnaire before receiving vaccine.** Information about the vaccine will be in EUA Fact Sheets.
- [Section 3: Receive Your Vaccine](#) provides detailed instructions for completing this questionnaire.



- To view details about a particular appointment, click **View Appointment** in the far-right column of the table.
- A new window will appear with the same details you saw on the appointment confirmation page (e.g., clinic address and QR code).

